ANOKA-RAMSEY COMMUNITY COLLEGE

Chemistry 1061: Principles of Chemistry I (4 credits)
Fall 2019 Course Syllabus

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http://webs.anokaramsey.edu/lund 763.433.1273

Prerequisites

- CHEM 1020, CHEM 1050, High School Chemistry with a grade of C or better
- MATH 0250 or equivalent with a grade of C or better
- MATH 1200 or equivalent is highly recommended

Office Hours (held simultaneously in **S206 and online** unless otherwise specified)

- **Monday** 7:00-7:50 pm (online only)
- **Tuesday** 9:30-10:20 am; 1:00-1:50 pm
- **Thursday** 9:30-10:20 am; 1:00-1:50 pm
- Online office hours accessed at https://webmeeting.minnstate.edu/lund

Chemistry Lab Managers

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Lab Professor

- **Christopher Lutz**, Office S210, 763.433.1494, Christopher.Lutz@AnokaRamsey.edu

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MATERIALS REQUIRED

➢ Textbook with MasteringChemistry Access

- **Chemistry: A Molecular Approach**, 5th edition, Nivaldo J. Tro
  - Access code obtained through D2L Brightspace (**Materials > Content > Get Access Code for eText and MasteringChemistry > RedShelf eBooks**).
  - Textbook initially accessed through D2L Brightspace (**Materials > Content > eText and MasteringChemistry > Pearson MyLab and Mastering**).
  - **Free 14-day temporary access** available.
  - After purchase, eText also available through http://etext.pearson.com and the Pearson eText app on your mobile devices (phones and tablets).
  - Access to MasteringChemistry is **included** with eText purchase/access.
  - A loose-leaf print option is available for purchase through MasteringChemistry.
  - Students with **purchased/unexpired** access to a previous edition of the textbook and MasteringChemistry for CHEM 1061/1062 may contact the Pearson textbook rep, Jason Hoffa (jason.hoffa@pearson.com), to exchange access to the eText and MasteringChemistry for this course. Contact the professor for more details.

➢ Laboratory Materials

- Lab activities available through D2L Brightspace (**Materials > Content > Lab Activities**)
- **Bound Lab Notebook** (such as a composition book with graphing grid)
- Safety Goggles/Glasses (provided for you in lab, but you may provide your own, as long as they are imprinted with the same safety code as those provided in the laboratory)

➢ Scientific Calculator

- Smartphone, tablet, smartwatch, computer, or web apps may **not** be used on exams, nor may other aids be used.

➢ Additional Resources

- **On-Campus Tutoring:** Link to schedule posted at http://webs.anokaramsey.edu/lund and at the Academic Support Center
- **Online Tutoring:** Click the **Tutor.com** widget on the right-hand panel within this D2L Brightspace course. ARCC students are provided with 15 hours of free access per academic year. 24/7 access is available 361 days a year.

COURSE OUTCOMES

Upon completion of the course, the student should be able to:

- understand and explain general chemical principles using proper chemical vocabulary and nomenclature.
- solve a wide variety of chemistry problems.
- perform standard laboratory procedures and experiments.
- associate lecture topics with laboratory procedures and practical applications.

LABORATORY

Laboratory attendance is mandatory and experiments must be performed at the assigned time. If you must be absent, including for an illness, notify the professor in advance. Make-up labs may be arranged during other scheduled lab periods, *on a **space-available** basis, during a period in which the **same lab activity** is being conducted **only***, by consulting with the professor of that laboratory section. If you miss a lab, or are unable to make it up during one of the other lab periods, it will count as a ZERO. However, the lowest laboratory score for the semester will be dropped. **Students missing three labs** will have their grade reduced by **one full letter grade**. **Students missing four labs** will have their grade reduced by **two full letter grades**. **Students missing five or more labs will fail the course.** (Note: The Lab Project counts as 4 labs.)

Prelab quizzes must be completed with a minimum level of proficiency before participating in a given lab activity. Once in lab, students will either work individually or in pairs. **There will be no groups of three or more, unless assigned by the professor.** A laboratory course should involve as much "hands-on" work as possible for each student. Laboratory reports will be due at the beginning of your assigned lab period the following week. 10% will be deducted for each day a report is turned in late. Laboratory reports more than one week late will receive a **ZERO**.

CONDUCT AND ATTENDANCE

I believe in conducting my course with mutual respect amongst all of us. With large classes, I request that you arrive and find a seat before the scheduled start time and do not pack up any of your materials until class time is over. I strive to start and end each class on time. If you arrive late, please enter the rear door and find a seat near the back, if possible. Please refrain from socializing, making comments, or noises when other people are speaking, including the professor. Turn off the sound to all cell phones, smartwatches, headsets, or other electronics. **Cell phones and other electronic devices must be turned completely off on exam days and must be removed from sight.** Disruptive students may be removed from class and may not return until meeting with the Dean of Student Life and meeting the guidelines set forth in the Student Code of Conduct.

Class attendance is expected and students are responsible for all information and assignments given in class. Large numbers of absences usually result in poor or failing grades. Please contact the professor in advance if you know you will be absent.

ASSIGNMENTS AND QUIZZES

Reading assignments are found elsewhere in this syllabus. It is very helpful if the reading assignments are completed prior to the class period in which that material is covered. The reading assignments are accompanied by **end-of-chapter suggested problems**. You should plan to work on these assignments while the related topics are covered in class. **You will be expected to have all the problems for a chapter completed before the next class meeting once that chapter is completed in lecture**. Students should take the initiative to keep up with their work to prepare themselves for quizzes and exams.

There will be **at least two quizzes** during the semester. One quiz will be on the syllabus and introductory materials and the other will be on selected elements and atomic symbols from the Periodic Table. Quizzes are worth 10 points each and may be administered in class or on D2L Brightspace. Make-ups quizzes are at the discretion of the professor and may be subject to a 50% penalty.

MasteringChemistry homework quizzes will be assigned for each chapter. The quizzes are graded electronically and are worth 5 points each. MasteringChemistry homework quizzes include several even-numbered problems taken directly from your text. There is a 1% deduction for each hour a question on a homework quiz is submitted late (the entire quiz is not penalized!), for up to 100 hours (96 hours = 4 days). Your lowest MasteringChemistry homework quiz score of the semester will be dropped.

Due dates are set at regular intervals throughout the course in proportion to the amount of time necessary to complete each chapter. MasteringChemistry homework quizzes are due at 11:59 pm of the due date – see the course calendar on **p. 9** for details. For instructions on accessing MasteringChemistry, see **p. 2** of the course syllabus.

DISCUSSION BOARDS AND EMAIL

When should I send the professor an email and when should I post to the discussion boards?

The **discussion boards are preferred for most forms of communication and inquiry** in this course. You may not realize it, but if you have a question about something in the course, there are likely several others that have the same question but just haven't asked. Most content questions fall into this category. It is requested that discussion board postings are done in a manner that avoids inflaming issues you may have.

Please reserve email for issues that require private communication between the professor and student. Examples of this might be grades, death in the family, a problem you have with a classmate or the professor, or issues that may be inflammatory if posted to the discussion boards. In many cases, your peers can reply to you faster on the discussion boards than the professor will be able to reply by email. **Emails sent to the professor must be from your ARCC-assigned email account to confirm your identity. Private data will not be shared with unverified email accounts.**

EXAMS

There will be four one-hour exams plus the final. Only those topics covered in the lecture, laboratory, reading assignments, end-of-chapter suggested problems, and quizzes will appear on the exams. Exams must be taken at the scheduled time. **There will be NO make-ups for the one-hour exams, before or after the scheduled exam date and time**, except for students with conflicts due to school-sponsored activities/events (must give at least two weeks advance notice) or sincerely held religious beliefs/events (must inform the professor during the first week of class). These students may request **early access** to one-hour exams with verifiable documentation. Do not ask for other exceptions, as you will be disappointed with the answer.

Exams missed for any reason – including illness, planned vacation, a flat tire on your way to school, lack of preparation, forgetfulness, etc. – **will count as a ZERO**. However, your lowest one-hour exam score of the semester will be dropped. Since unplanned events may prevent you from taking a future exam, you should try your very best on every exam.

The final exam is a standardized general chemistry exam produced by the American Chemical Society. Only **nonprogrammable** scientific calculators are allowed on this exam. Make-ups for the **Final Exam** may be allowed with advance consultation.

ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED DISABILITIES

Students requiring accommodation for a disability must make an appointment during the first week of class to meet with the professor to ensure the accommodations may be made. Disabilities must be documented through the Office of Disability Services at 763.433.1350.

ALTERNATIVE TESTING AND MAKE-UP EXAMS

Alternative testing and make-up exams are handled through the Campus Testing Center at 763.433.1314. Alternative testing is only available to those students that have met the conditions in the previous section on Accommodations. Make-ups for one-hour exams are only available to students with conflicts involving school-sponsored activities/events (must give at least two weeks advance notice) or conflicts with sincerely held religious beliefs/events (must inform professor during the first week of class). Make-ups for one-hour exams will **not** be given for any other reason, either **before or after** the scheduled exam date and time.

Exams must be scheduled at the same time **or before** the time the exam is scheduled to be administered to the rest of the class. On occasions where this is impossible, please consult with the professor **before** scheduling an exam time with the Testing Center. The professor and student will try to work out some other arrangement.

The Testing Center will provide you with an appointment slip to pass along to your professor, indicating the date and time of the exam. In order to take the exam in the Testing Center, the professor must receive the appointment slip at least 48 hours **before** you intend to take the exam. If the professor does not receive the slip at least 48 hours in advance, you will not be able to take the alternate or make-up exam. However, you are welcome to take the exam with the rest of the class.

You are subject to the same make-up policy as the rest of the class, meaning that you must take the exam at the time you have scheduled. The exam will have a specified start time and end time. As with the rest of the class, if you miss the appointed time for an exam, you will receive a **ZERO** on the exam. **NO EXCEPTIONS**. I do my best to check in with my alternate testing and make-up exam students while they are taking an exam to see if they have any questions, but will make no guarantees.

EXTRA CREDIT

You may be allowed to earn a **maximum of 10 points extra credit**. Only those opportunities described below will be considered for extra credit.

0.5 extra credit points. Awarded for each **practice** problem set completed in MasteringChemistry with a score of 80% or above. Practice problem sets must be completed **by 11:58 pm** of the indicated due date to receive full credit (see the course calendar on **p. 9**). There is a 1% deduction for each hour a question in the practice problems is submitted late (the entire problem set is not penalized!), for up to 100 hours (96 hours = 4 days).

0.5 extra credit points. Awarded to the **first** person that identifies each of these types of errors in the D2L Brightspace portion of this course, in the textbook, or on MasteringChemistry:

- spelling and typos
- grammatical – affecting interpretation, like missing word(s)
- wrong answers on assignments, quizzes, exams, etc.
- discussion boards, emails, other informal writing excluded

Awarding of extra credit points is at the discretion of the professor. Extra credit is intended for students that have completed all of the other work in the course. **Extra credit will not be added into the gradebook until the end of the semester.**

SUCCEEDING IN THIS COURSE

One of the questions I am often asked by current and prospective students: **What does it take to succeed in this course?** Another question I often hear: **How much time should I set aside for this course?** I usually find it difficult to come up with the magical answer that students are looking for, since everyone is different. There are different work ethics, natural abilities, work schedules, maturity levels, personal issues, and family lives.

However, general guidelines suggest that for each hour spent in lecture, you should spend two hours outside of class. More difficult classes such as those in math and science or those requiring more independent work may require three hours outside of class for each hour spent in lecture. Also, for each three-hour lab such as the one attached to this course, there should be 1-2 additional hours spent outside of lab. Since this course meets 3 hours a week for lecture and 3 hours a week for lab, the **guidelines suggest you should be spending 7-11 hours per week outside of this class studying, doing homework, preparing for lab, etc.**

In general, the more time you put into the course, the better you will do. The less time you put in, the poorer you will do. As I often told my own sons,

"Homework is when you only do what is required of you. Studying goes above and beyond homework. It is what you do to master the material. **You will likely find yourself disappointed in the end if you have only done the homework.**"

When I first started teaching at the college level, I was mentored by a well-seasoned colleague of mine that conveyed this message to students in his classes:

"It is very important that you *discipline* yourself to become an organized, conscientious student who studies regularly (daily). Last-minute cramming for cumulative exams usually results in poorer understanding of concepts and lower exam scores. **You should view difficulty as a challenge to overcome and mediocrity as unacceptable.**"

TEXTBOOK SUMMARY - READING AND PRACTICE PROBLEMS

Note: The suggested problem assignments listed below are considered the **minimum** number of problems that should be completed in your studies. Additional practice should make you more proficient with the course material. Additionally, you will be assigned graded homework problems through **MasteringChemistry**.

Exam	Chap	Title	Reading Assignments	*End-of-Chapter Suggested Problems
1	1	*Matter, Measurement, and Problem Solving*	All sections	#9, 11, 12, 17, 24, 27, 28, 37, 41, 43, 45, 47, 53, 55, 67, 69, 73, 77, 81, 83, 85, 87, 89, 91, 95, 101, 109, 117, 119, 123, 125, 133, 139
	2	*Atoms and Elements*	2.1-2.8	#5, 10, 19, 21, 23, 31, 43, 51, 53, 61, 67, 71, 75, 95, 105, 117, 129
	3	*Molecules and Compounds*	3.1-3.7	#2, 9, 11, 23, 29, 33, 35, 37, 39, 41, 43, 45, 47, 49, 51, 53, 55, 57
2	2	*Atoms and Elements*	2.9	#81, 83, 91, 93, 113, 123
	3	*Molecules and Compounds*	3.8-3.11	#14, 17, 59, 61, 65, 67, 73, 77, 83, 89, 97, 111, 117, 119, 135
	4	*Chemical Reactions and Chemical Quantities*	All sections	#6, 13, 15, 19, 23, 25, 31, 33, 43, 47, 49, 51, 59, 67, 69, 77
	5	*Introduction to Solutions and Aqueous Reactions*	All sections	#2, 7, 9, 10, 20, 21, 23, 27, 29, 33, 35, 37, 39, 43, 47, 53, 55, 61, 65, 73, 75, 85, 88
3	6	*Gases*	All sections	#1, 4, 6, 14, 15, 17, 19, 27, 29, 31, 33, 41, 43, 45, 55, 57, 63, 67, 73, 75, 81, 87, 95, 101, 111, 113, 123
	7	*Thermochemistry*	All sections	#5, 8, 12, 15, 21, 35, 47, 49, 57, 59, 63, 65, 67, 73, 75, 79, 81, 83, 87, 91, 99, 101, 103, 109, 123
4	8	*The Quantum-Mechanical Model of the Atom*	All sections	#1, 5, 12, 18, 25, 28, 29, 30, 35, 39, 41, 51, 53, 57, 59, 61, 63, 69, 81, 85, 99, 108
	9	*Periodic Properties of the Elements*	All sections	#1, 3, 5, 11, 13, 19, 21, 23, 25, 27, 28, 32, 39, 41, 43, 45, 49, 51, 57, 59, 61, 63, 65, 69, 73, 77, 85, 93, 99, 105, 113, 127
	10	*Chemical Bonding I: Lewis Theory*	All s ections	#1, 2, 3, 13, 15, 17, 19, 27, 28, 37, 39, 43, 51, 55, 59, 63, 65, 67, 71, 75, 77, 81, 91, 97, 99, 119, 125
Final	11	*Chemical Bonding II: Molecular Shapes & Valence Bond Theory*	11.1 - 11.7	#1, 3, 7, 11, 13, 16, 31, 35, 39, 43, 45, 47, 51, 53, 57, 59, 61, 83, 87
	The Final Exam is cumulative, so a review of all course material is appropriate.			

***The End-of-Chapter Suggested Problems will NOT be submitted for grading to your professor**. However, they will give you a broader view of what to expect on your midterm and final exams as will the reading assignments and other course content provided on D2L. The MasteringChemistry homework quizzes give a narrower view of what to expect on your midterm and final exams – they are intended to be quizzes.

CHEM 1061 LECTURE AND EXAM SCHEDULE

Changes and updates to this schedule will be announced in class and posted on D2L Brightspace.

Monday	Tuesday	Wednesday	Thursday	Friday
Aug 26	**Aug 27** Intro, Ch 1	**Aug 28**	**Aug 29** Ch 1	**Aug 30** **Practice 1A Due**
Sep 2 No School Labor Day	**Sep 3** **Practice 1B Due** Ch 1, 2	**Sep 4** **MC Quiz 1 Due**	**Sep 5** **Email Due** Ch 2	**Sep 6** **Syllabus Quiz Due**
Sep 9	**Sep 10** **Element Quiz Due** Ch 2, 3	**Sep 11** **Practice 2A Due** **MC Quiz 2 Due**	**Sep 12** Ch 3	**Sep 13** **Practice 3A Due**
Sep 16 **MC Quiz 3 Due**	**Sep 17** **Exam 1**	**Sep 18**	**Sep 19** Ch 2, 3	**Sep 20**
Sep 23 **Practice 3B Due**	**Sep 24** Ch 4	**Sep 25** **Practice 4A Due**	**Sep 26** Ch 4, 5	**Sep 27** **Practice 4B Due**
Sep 30 **MC Quiz 3/4 Due**	**Oct 1** Ch 5	**Oct 2**	**Oct 3** Ch 5	**Oct 4** **Practice 5A Due**
Oct 7	**Oct 8** **Practice 5B Due** Ch 5	**Oct 9** **MC Quiz 5 Due**	**Oct 10** **Exam 2**	**Oct 11**
Oct 14	**Oct 15** Ch 6	**Oct 16**	**Oct 17** No School Faculty Meetings	**Oct 18** No School Faculty Meetings
Oct 21	**Oct 22** Ch 6	**Oct 23** **Practice 6A Due**	**Oct 24** Ch 6	**Oct 25** **Practice 6B Due**
Oct 28 **MC Quiz 6 Due**	**Oct 29** Ch 7	**Oct 30**	**Oct 31** Ch 7	**Nov 1** **Practice 7A Due**
Nov 4	**Nov 5** **Practice 7B Due** Ch 7	**Nov 6** **MC Quiz 7 Due**	**Nov 7** **Exam 3**	**Nov 8**
Nov 11 No School Veteran's Day	**Nov 12** Ch 8	**Nov 13** **Practice 8A Due**	**Nov 14** Ch 8, 9	**Nov 15** **Practice 8B Due**
Nov 18 **MC Quiz 8 Due**	**Nov 19** Ch 9	**Nov 20** **Practice 9A Due**	**Nov 21** Ch 9, 10	**Nov 22** **Practice 9B Due**
Nov 25 **MC Quiz 9 Due**	**Nov 26** Ch 10	**Nov 27** **Practice 10A Due** Last Withdraw Date	**Nov 28** No School Thanksgiving	**Nov 29** No School Thanksgiving
Dec 2	**Dec 3** **Practice 10B Due** Ch 10	**Dec 4** **MC Quiz 10 Due**	**Dec 5** **Exam 4**	**Dec 6**
Dec 9	**Dec 10** Ch 11	**Dec 11** **Practice 11A Due**	**Dec 12** Ch 11	**Dec 13** **Practice 11B Due**
Dec 16 **MC Quiz 11 Due**	**Dec 17** **Final Exam** **7:30-9:30 am**	**Dec 18**	**Dec 19**	**Dec 20**

You may pretty much count on the scheduled exam dates, unless the professor has an extended absence.

In the event the professor misses a class, the entire lecture schedule may or may not be adjusted.

CHEM 1061 LAB SCHEDULE

Note: Changes and updates to this schedule will be announced in class and posted on D2L Brightspace.

Monday	Tuesday	Wednesday	Thursday	Friday
Aug 26 **Intro & Safety** **Spreadsheet I**	**Aug 27** ***Intro & Safety***	**Aug 28** ***Intro & Safety***	**Aug 29**	**Aug 30**
Sep 2 No School Labor Day	**Sep 3** ***Spreadsheet I***	**Sep 4** ***Spreadsheet I***	**Sep 5**	**Sep 6**
Sep 9 **Microscale**	**Sep 10** ***Microscale***	**Sep 11** ***Microscale***	**Sep 12**	**Sep 13**
Sep 16 **Spreadsheet II**	**Sep 17** **Spreadsheet II**	**Sep 18** **Spreadsheet II**	**Sep 19**	**Sep 20**
Sep 23 **Interface Intro**	**Sep 24** **Interface Intro**	**Sep 25** **Interface Intro**	**Sep 26**	**Sep 27**
Sep 30 **Limiting Reactant**	**Oct 1** **Limiting Reactant**	**Oct 2** **Limiting Reactant**	**Oct 3**	**Oct 4**
Oct 7 **Reactions**	**Oct 8** **Reactions**	**Oct 9** **Reactions**	**Oct 10**	**Oct 11**
Oct 14 **Titration**	**Oct 15** **Titration**	**Oct 16** **Titration**	**Oct 17** No School Fall Break	**Oct 18** No School Fall Break
Oct 21 **Gas Laws**	**Oct 22** **Gas Laws**	**Oct 23** **Gas Laws**	**Oct 24**	**Oct 25**
Oct 28 **Project Intro**	**Oct 29** **Project Intro**	**Oct 30** **Project Intro**	**Oct 31**	**Nov 1**
Nov 4 **Thermochemistry**	**Nov 5** **Thermochemistry**	**Nov 6** **Thermochemistry**	**Nov 7**	**Nov 8**
Nov 11 No School Veteran's Day	**Nov 12** **Project**	**Nov 13** **Project**	**Nov 14**	**Nov 15**
Nov 18 **Project**	**Nov 19** **Project**	**Nov 20** **Project**	**Nov 21**	**Nov 22**
Nov 25 **Project**	**Nov 26** **Project**	**Nov 27** **Last Withdraw Date** **Project**	**Nov 28** No School Thanksgiving	**Nov 29** No School Thanksgiving
Dec 2 **Beer's Law**	**Dec 3** **Beer's Law**	**Dec 4** **Beer's Law**	**Dec 5**	**Dec 6**
Dec 9 **Project Presentations**	**Dec 10** **Project Presentations**	**Dec 11** **Project Presentations**	**Dec 12**	**Dec 13**
Dec 16 **Finals Week** **No Lab**	**Dec 17** **Finals Week** **No Lab**	**Dec 18** **Finals Week** **No Lab**	**Dec 19** **Finals Week** **No Lab**	**Dec 20** **Finals Week** **No Lab**

KEEPING TRACK OF YOUR PROGRESS IN THIS COURSE

You may use the table below to keep track of your scores. To determine where you stand in the course, divide the total of your points earned by the total number of points possible. Then multiply by 100. This will give you a percentage, which you can use to determine your letter grade.

Item	Points Earned	Points Possible
Safety Quiz		10
Spreadsheets I Lab		10
Microscale Lab		10
Spreadsheets II Lab		10
Interface Intro Lab		10
Limiting Reactant Lab		10
Reactions Lab		10
Titration Lab		10
Gas Laws Lab		10
Thermochemistry Lab		10
Beer's Law Lab		10
Lab Notebook/ Housekeeping		10
Lab Project		40
Syllabus Quiz		10
Element Quiz		10
MC 1		5
MC 2		5
MC 3		5
MC 3/4		5
MC 5		5
MC 6		5
MC 7		5
MC 8		5
MC 9		5
MC 10		5
MC 11		5
Extra Credit		0
Exam 1		100
Exam 2		100
Exam 3		100
Exam 4		100
Final Exam		200
Total		720*

GRADES

1.	Laboratory	about 150 points
2.	Quizzes/Online Discussion/Other	about 70 points
3.	Three highest midterm exam scores	300 points
4.	Final Exam	200 points
	Total	**about 720 points**

The final grade will be based on a total point system with the following letter grades:

A 90.0 % and above
B 80.0 - 89.9 %
C 70.0 - 79.9 %
D 60.0 - 69.9 %
F below 60.0 %

If you registered for the course Pass/Fail:

P 70.0 % and above
F below 70.0 %

***Please Note:**

- Lowest one-hour exam score will be dropped.
- Lowest prelab quiz score will be dropped.
- Lowest lab score will be dropped (Lab H1 excluded).
- Lowest MC score will be dropped.

Chemistry 1061
Syllabus Quiz
Fall 2019

This assignment is worth 10 points.

1. If you have not yet done so, activate your **ARCC-assigned email address** at https://www2.anokaramsey.edu/it/studentmail/. Using your **ARCC-assigned** email account (**not** Hotmail, Yahoo, Gmail, or others), prepare an email message to your professor that includes the following:

    - In the subject line, write **Chem 1061 Syllabus Quiz** using identical spelling and spacing. (The professor uses an email program that sorts email by subject line. If you do not enter it correctly, he may not receive the message. Get in the habit of using the subject lines specified in any given assignment.)

    - In the body of the email,

        - Introduce yourself by the name you would like to be addressed by the professor.

        - Write a short paragraph sharing your educational and/or career goals. If desired (not required), share additional information – hobbies or interests outside of school or work, something others find interesting about you, hardships you've overcome. There is no need to be very personal.

    - Send the email to the professor **no later than Thursday, September 5, 2019** by **11:59 pm**. His email address is Lance.Lund@AnokaRamsey.edu.

    - If you followed the instructions **exactly**, you should receive a reply within 24 hours. If you do not receive a reply, try resending the message. The most common error is that the specified subject line of **Chem 1061 Syllabus Quiz** was not used.

2. Upon receiving the receipt of your email, log on to **D2L Brightspace** and take the syllabus/first day quiz for your Chem 1061 **LECTURE** course. The **D2L Brightspace Quiz** must be completed **no later than Friday, September 6, 2019** by **11:59 pm**.

    - Don't wait until the last minute to activate your **ARCC-assigned email** and D2L Brightspace accounts, as you may encounter problems that prevent the timely completion of this assignment. Please go to the Open Computer Lab on the lower level of the Technology Building **as soon as possible** if you encounter any problems or have any questions.

What is D2L Brightspace?
D2L Brightspace is the online Learning Management System that is used by all colleges and universities within MnSCU (Minnesota State Colleges and Universities). It is the place you will find the discussion boards, course news, laboratory quizzes for this course. D2L Brightspace may be accessed from the college website (http://www.anokaramsey.edu) or directly at https://anokaramsey.ims.mnscu.edu.

Login to D2L Brightspace
To login to D2L Brightspace, your Star ID and password are needed. Directions for activating your Star ID may be found at http://starid.mnscu.edu/go/activate/.